

NND09279656R
Attachment C
List of Data Requirements Descriptions (DRD)

DRD No.	Title of DRD
DRD-1	Progress Reports
DRD-2	Quality Assurance Plan
DRD-3	Safety and Health Plan
DRD-4 & DRD-5	Subcontracting Reports
DRD-6	Small Business Subcontracting Plan
DRD-7	Monthly Accident and Lost Time Reports
DRD-8	Material Receiving and Inspection Report
DRD-9	System and Component Specification
DRD-10	Test and Verification Plans
DRD-11	Flight Operations and Maintenance Manuals
DRD-12	Software Development Plan
DRD-13	Software Quality Assurance Plan
DRD-14	New Technology Report
DRD-15	Request for Deviation or Waiver

Revisions

DRD Number	Description
Original Issue (OI) Solicitation	May 2009

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Progress Reports	2. NUMBER DRD-1 Page 1 of 3
3. USE To provide an overview of management and technical effort and progress toward contract objectives.	4. DATE May 12, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY:
7. DUE DATE: (1) 30 days after contract award; and (2) the last business day of the calendar month, every month of contract performance.	8. References:
9. PREPARATION INFORMATION The Contractor shall prepare and submit monthly Progress Reports. The first part shall consist of the Management Summary Outlook, and the Technical Progress Narratives. The second part shall consist of the Program Assurance and Documentation Status Narratives. Supporting data, graphs, photographs, and sketches shall be used as needed for clarification for all requirements of this DRD. The report shall be in electronic format unless otherwise authorized by the Contracting Officer. Proprietary data shall be marked; reports may be encrypted at the contractor's discretion. If encrypted, Entrust/Entelligence software shall be utilized. The format of the report shall be: <ol style="list-style-type: none"> 1. A cover page containing: <ol style="list-style-type: none"> a. Contract number and title b. "Monthly Progress Report," sequence number of report, and period of performance being reported c. Contractor's name, address, and organization d. Author(s) signature and approval signature of Contractor's project manager e. Date of publication 2. Management Summary Outlook <ol style="list-style-type: none"> a. <u>Narrative</u> - This narrative in bullet form shall include the contract status in relation to plan as well as the outlook for achieving major goals. Specific discussions shall include: Planned versus actual accomplishments as identified by Paragraph b. and status (i.e., changes, additions, deletions) of the major concerns. 	

DATA REQUIREMENTS DESCRIPTION		
TITLE	DATE	NUMBER
Progress Reports	11/01/2006	DRD-1
Page 2 of 3		
<p>PREPARATION INFORMATION</p> <p>b. <u>Planned vs. Actual Accomplishments</u> - The Contractor shall provide the major/critical milestones status for the following categories: carryover milestones (previously scheduled but not completed), milestones due this period, and major/critical milestones scheduled for the next period. Milestone selection should be based on significance and criticality for achieving major goals.</p> <p>3. Technical Progress Narrative shall be brief and factual and contain the following information:</p> <p>a. <u>Status vs. Plans</u> - A description of overall progress compared to the plan plus a separate description of reportable Work Breakdown Structure (WBS) subdivisions or work on which effort was expended during the reporting period. Supplementary (informal) information regarding technical, cost and/or schedule status shall be provided upon request as required.</p> <p>b. <u>Status of Technical Changes (Impending or Potential)</u> - This section shall briefly overview the status of important technical items which are in a state of significant change or may be subject to such change in the future.</p> <p>c. <u>Test/Calibration Program Status</u> - This section shall identify any test/calibrations performed during the reporting period and summarize the results.</p> <p>d. <u>Recommendations</u> - Contractor's recommendations to NASA regarding significant changes in plans or schedules which may require NASA approval or action.</p> <p>4. Program Assurance Narrative</p> <p>a. <u>Reliability Program Status</u> - This section shall include those reporting items defined in NPD 8720.1B NASA Reliability and Maintainability (Rand M Program Policy (Revalidated 4/28/2004)</p> <p>b. <u>Quality Program Status</u> - This section shall include those reporting items defined in ISO 9000.</p> <p>c. <u>Safety Program Status</u> - Any unresolved safety items or operation constraints which are the result of safety considerations shall be identified.</p> <p>d. <u>Parts, Materials and Processes Status</u></p> <p>e. <u>Configuration Management Status</u></p>		

DATA REQUIREMENTS DESCRIPTION

TITLE	DATE	NUMBER
Progress Reports	11/01/2006	DRD-1
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PREPARATION INFORMATION

5. Documentation Status Narrative

- a. Document Status List - The Contractor shall present a status list of all changes to required documentation.
- b. Failure Summary List - These lists shall identify open failures that occurred during the reporting period which have remained open; and those which have remained open from previous reporting periods.
- c. Configuration Changes Summary - The list shall identify Class I changes which have occurred during the reporting period.

Submit reports to the following addresses:

- (1) Contracting Officer, Kari Alvarado, kari.m.alvarado@nasa.gov
- (2) Contracting Officer's Technical Representative, Eric Becker, eric.n.becker@nasa.gov

DATA REQUIREMENTS DESCRIPTION	
1. TITLE QUALITY ASSURANCE PLAN (AS 9100)	2. NUMBER DRD-2 1 of 1
3. USE MAINTAIN AS9100 QUALITY ASSURANCE STANDARDS	4. DATE May 12, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY:
7. Due Date (1) With proposal submission; and (2) thirty days after effective date of the contract.	8. REFERENCES (1) Attachment A, FMS/Avionics Upgrade SOW, section 15.0
9. PREPARATION INFORMATION <u>The quality assurance plan shall be submitted with the proposal.</u>	
<u>QUALITY REQUIREMENTS:</u> <p>The Contractor shall have and maintain a Quality Management system that is third party certified or is compliant (as determined by NASA DFRC SOFIA Quality Assurance Specialist) to the applicable current version of AS9100, AS9110, AS9120, ISO 9001, AS9003, and ISO 17025 for requirements defined in this Statement of Work (SOW).</p> <p>The Quality Assurance (QA) Plan is a reflection of the contractors' quality management system and shall include the processes and procedures that will be utilized in support of the SOFIA.FMS/Avionics upgrade, design, engineering support, training, delivery, and installation.</p> <p>Submit reports to the following addresses:</p> <p>(1) Contracting Officer, kari.m.alvarado@nasa.gov</p> <p>(2) Contracting Officer's Technical Representative, eric.n.becker@nasa.gov</p> <p>(3) Safety, Health and Environmental Quality Office, Kevin.T.Reilly@nasa.gov</p> <p>(4) Quality Assurance Specialists, Gary.J.Pacewitz@nasa.gov</p>	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Safety and Health Plan	2. NUMBER DRD-3 1 of 2
3. USE Provide a comprehensive plan setting forth Contractor's approach to industrial safety	4. DATE May 12, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY
7. DUE DATE (1) With proposal submission; and (2) thirty days after effective date of the contract.	8. REFERENCES NFS 1852.223-73 SAFETY AND HEALTH PLAN. (NOV 2004)
<p>9. PREPARATION INFORMATION</p> <p><u>The safety and health plan shall be submitted with the proposal.</u></p> <p>Submit a detailed safety and occupational health plan as part of its proposal (see NPR 8715.3, NASA Safety Manual, Appendices at http://nodis3.gsfc.nasa.gov/). The plan shall include a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of Contractor employees and to ensure the safety of all working conditions throughout the performance of the contract. This plan, as approved by the Contracting Officer, should maintain, as a minimum, the following:</p> <ol style="list-style-type: none"> 1. <u>Points of Contact and Responsibility</u>—Organizational flow chart and description of responsibilities of each employee in your organization for safety. 2. <u>Employee Safety Training, Certification and Programs</u>—Detailed information on type of training required, parties responsible for certification, and outline of applicable regulations. Detail company programs which emphasize personal safety and motivate employees to be safety conscious. 3. <u>Safety Policies/Procedures</u>—Recognition of applicable Federal, State, and DFRC safety policies and procedures such as NASA General Safety Program Requirements NPR 8715.3 and Dryden Center Procedures DCP-S-001, DCP-S-002, and DCP-S-009. 4. <u>Accident Investigation and Reporting</u>—Procedures for investigating and reporting accidents/incidents including immediate notification to the COTR and NASA Safety Office of all injuries and damage to equipment or facilities. 	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Safety and Health Plan -- Continued	2. NUMBER DRD-3 2 of 2
9. PREPARATION INFORMATION –	
5. <u>Hazardous Operations</u> —	
a. Description of hazardous operations and list of hazardous materials involved in contract performance.	
b. Plans for apprising employees of all hazards to which they may be exposed	
c. Proper conditions and precautions for safety use and exposure to hazardous operations.	
6. <u>People with Disabilities</u> —In accordance with the Americans with Disabilities Act, the plans should specify that prior to assigning a person with disabilities to this contract, the Contractor shall contact the NASA Disability Program Manager.	
7. <u>Other Safety/Environmental Considerations</u> —Any other safety and environmental considerations unique to the operation.	
Contractor format is acceptable.	
Submit reports to the following addresses:	
(1) Contracting Officer, kari.m.alvarado@nasa.gov	
(2) Contracting Officer's Technical Representative, eric.n.becker@nasa.gov	
(3) Safety, Health and Environmental Quality Office, Kevin.T.Reilly@nasa.gov	
(4) Quality Assurance Specialists, Gary.J.Pacewitz@nasa.gov	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Subcontracting Reports	2. NUMBER DRD-4 and DRD-5 1 of 1(not including DRD-4 Exhibit 1 (2 pgs) and DRD-5 Exhibit 1 (2 pgs))
3. USE To report small business subcontracting	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY
7. DUE DATE Semi-annually for periods ending (1) March 31 st , and (2) September 30 th .	8. REFERENCES NFS 1852.219-75 Small Business Subcontracting Reporting
9. PREPARATION INFORMATION	
<p>1. Submit Subcontracting Report for Individual Contracts electronically at https://esrs.symplicity.com/index?tab=signin&cck=1 or on Standard Form (SF) 294 (DRD-4 Exhibit 1) Note: Exhibit 1 is provided for example only; it is the contractors' responsibility to submit reports on the most current version of the SF 294.</p> <p>2. Submit Summary Subcontracting Report electronically at https://esrs.symplicity.com/index?tab=signin&cck=1 or on Standard Form (SF) 295 (DRD-5 Exhibit 1) Note: Exhibit 1 is provided for example only; it is the contractors' responsibility to submit reports on the most current version of the SF 295.</p> <p>Submissions shall be in accordance with SF 294 and SF 295 (most current version) instructions.</p> <p>Submit SF 294 and SF 295 reports to the following addresses: (1) Contracting Officer, Kari.M.Alvarado@nasa.gov (2) Small Business Specialist, Robert.Medina-1@nasa.gov</p>	

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS (See instructions on reverse)				OMB No.: 9000-0006 Expires: 04/30/2004	
Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAR Secretariat (MVR), Federal Acquisition Policy Division, GSA, Washington, DC 20405.					
1. CORPORATION, COMPANY OR SUBDIVISION COVERED			3. Date Submitted:		
a. Company Name			4. Reporting Period from inception of contract thru:		
b. Street Address			<input type="checkbox"/> MAR 31 <input type="checkbox"/> SEPT 30		Year
c. City	d. State	e. ZIP Code	5. TYPE OF REPORT:		
2. Contractor Identification Number			<input type="checkbox"/> Regular <input type="checkbox"/> Final <input type="checkbox"/> Revised		
6. Administering Activity (Please check applicable box)					
<input type="checkbox"/> Army <input type="checkbox"/> GSA <input type="checkbox"/> NASA <input type="checkbox"/> Navy <input type="checkbox"/> DOE <input type="checkbox"/> Other Federal Agency (Specify) <input type="checkbox"/> Air Force <input type="checkbox"/> Defense Contract Management Agency					
7. Report Submitted As (Check one and provide appropriate number)			8. Agency or Contractor Awarding Contract		
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor		Prime Contract Number Subcontract Number	a. Agency's or Contractor's name		
			b. Street Address		
9. Dollars and Percentages in the Following Blocks:			c. City		d. State e. ZIP
<input type="checkbox"/> Do Include Indirect Costs <input type="checkbox"/> Do Not Include Indirect Costs					
SUBCONTRACT AWARDS					
TYPE		CURRENT GOALS		ACTUAL CUMULATIVE	
		Whole Dollars	Percent	Whole Dollars	Percent
10a. SMALL BUSINESS CONCERNS (Include SDB, WOSB, HBCU/MI, HUBZone SB) VOSB and Service-Disabled VOSB (Dollar Amount and Percent of 10c)					
10b. LARGE BUSINESS CONCERNS (Dollar amount and Percent of 10c)					
10c. TOTAL (Sum of 10a and 10b)					
11. SMALL DISADVANTAGED (SDB) CONCERNS (Include HBCU/MI) (Dollar amount and Percent of 10c)					
12. WOMEN OWNED SMALL BUSINESS (WOSB) CONCERNS (Dollar amount and Percent of 10c)					
13. HISTORICALLY BLACK COLLEGES AND UNIVERSITIES (HBCU) and MINORITY INSTITUTIONS (MI) (If Applicable) (Dollar amount and Percent of 10c)					
14. HUBZONE SMALL BUSINESS (HUBZone SB) CONCERNS (Dollar amount and Percent of 10c)					
15. VETERAN-OWNED SMALL BUSINESS (Include Service-Disabled Veteran-Owned SB) (Dollar Amount and Percent of 10c.)					
16. SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (Dollar Amount and Percent of 10c.)					
17. Remarks					
18a. Name of Individual Administering Subcontracting Plan				18b. Telephone Number	
				Area Code	Number

SUBCONTRACTING REPORT FOR INDIVIDUAL CONTRACTS

(INSTRUCTIONS)

GENERAL INSTRUCTIONS

1. This report is not required from small businesses.
2. This report is not required for commercial items for which a commercial plan has been approved, nor from large businesses in the Department of Defense (DOD) **Test Program for Negotiation of Comprehensive Subcontracting Plans**. The Summary Subcontract Report (SF 295) is required for contractors operating under one of these two conditions and should be submitted to the Government in accordance with the instructions on that form.
3. This form collects subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$500,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), HUBZone Small Business (HUBZone SB), Veteran-Owned Small Business (VOSB) and Service Disabled Veteran-Owned Small Business concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).
4. This report is required for each contract containing a subcontracting plan and must be submitted to the administrative contracting officer (ACO) or contracting officer if no ACO is assigned, semiannually during contract performance for the periods ended March 31st and September 30th. **A separate report is required for each contract at contract completion.** Reports are due 30 days after the close of each reporting period unless otherwise directed by the contracting officer. **Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or since the previous report.**
5. Only subcontracts involving performance within the U.S. or its outlying areas should be included in this report.
6. **Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.**
7. Subcontract award data reported on this form by prime contractors/ subcontractors shall be limited to awards made to their immediate subcontractors. **Credit cannot be taken for awards made to lower tier subcontractors.**

SPECIFIC INSTRUCTIONS

BLOCK 2: For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-800-333-0505 to get one free of charge over the telephone. Be prepared to provide the following information: (1) Company name; (2) Company address; (3) Company telephone number; (4) Line of business; (5) Chief executive officer/key manager; (6) Date the company was started; (7) Number of people employed by the company; and (8) Company affiliation.

BLOCK 4: Check only one. Note that all subcontract award data reported on this form represents activity since the inception of the contract through the date indicated in this block.

BLOCK 5: Check whether this report is a "Regular" "Final" and/or "Revised" report. **A "Final" report should be checked only if the contractor has completed the contract or subcontract reported in Block 7.** A "Revised" report is a change to a report previously submitted for the same period.

BLOCK 6: Identify the department or agency administering the majority of subcontracting plans.

BLOCK 7: Indicate whether the reporting contractor is submitting this report as a prime contractor or subcontractor and the prime contract or subcontract number.

BLOCK 8: Enter the name and address of the Federal department or agency awarding the contract or the prime contractor awarding the subcontract.

BLOCK 9: Check the appropriate block to indicate whether indirect costs are included in the dollar amounts in blocks 10a through 14. To ensure comparability between the goal and actual columns, the contractor may include indirect costs in the actual column only if the subcontracting plan included indirect costs in the goal.

BLOCKS 10a through 16: Under "Current Goal," enter the dollar and percent goals in each category (SB, SDB, WOSB, VOSB, service-disabled VOSBs, and HUBZone SB) from the subcontracting plan approved for this contract. (If the original goals agreed upon at contract award have been revised as a result of contract modifications, enter the original goals in Block 16. The amounts entered in Blocks 10a through 15 should reflect the revised goals.) Under "Actual Cumulative," enter actual subcontract achievements (dollar and percent) from the inception of the contract through the date of the report shown in Block 4. In cases where indirect costs are included, the amounts should include both direct awards and an appropriate prorated portion of indirect awards.

BLOCK 10a: Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSBs, VOSBs, service-disabled VOSBs, and HUBZone SBs. **For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.**

BLOCK 10b: Report all subcontracts awarded to large businesses (LBs).

BLOCK 10c: Report on this line the total of all subcontracts awarded under this contract (the sum of lines 10a and 10b).

BLOCKS 11 through 16: Each of these items is a sub category of Block 10a. **Note that in some cases the same dollars may be reported in more than one block (e.g., SDBs owned by women or veterans).**

BLOCK 11: Report all subcontracts awarded to SDBs (including women-owned, veteran-owned, service-disabled VOSBs, and HUBZone SB SDBs). For DOD, NASA, and Coast Guard contracts, **include** subcontract awards to HBCUs and MIs.

BLOCK 12: Report all subcontracts awarded to Women-Owned firms (including SDBs, VOSBs, service-disabled VOSBs and HUBZone SBs owned by women).

BLOCK 13 (For contracts with DoD, NASA, and Coast Guard): Report all subcontracts with HBCUs/MIs. Complete the column under "Current Goal" only when the subcontracting plan establishes a goal.

BLOCK 14: Report all subcontracts awarded to HUBZone SBs (including women owned, veteran-owned, service-disabled VOSBs, and SDB HUBZone SBs).

BLOCK 15: Report all subcontracts awarded to VOSBs including service-disabled VOSBs (include VOSBs that are also SDBs, VOSBs and HUBZone SBs).

BLOCK 16: Report all subcontracts awarded to service-disabled veteran-owned SB concerns that are also SDBs, WOSBs, and HUBZone SBs.

BLOCK 17: Enter a short narrative explanation if (a) SB, SDB, WOSB, VOSBs, Service-Disabled VOSBs, or HUBZone SB accomplishments fall below that which would be expected using a straight-line projection of goals through the period of contract performance; or (b) if this is a final report, any one of the three goals was not met.

DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).
2. Indirect costs are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

DISTRIBUTION OF THIS REPORT

For the Awarding Agency or Contractor:

The original copy of this report should be provided to the contracting officer at the agency or contractor identified in Block 8. For contracts with DOD, a copy should also be provided to the Defense Contract Management Agency (DCMA) at the cognizant Defense Contract Management Area Operations (DCMAO) office.

For the Small Business Administration (SBA):

A copy of this report must be provided to the cognizant Commercial Market Representative (CMR) at the time of a compliance review. It is NOT necessary to mail the SF 294 to SBA unless specifically requested by the CMR.


SUMMARY SUBCONTRACT REPORT

(See instructions on reverse)

OMB No.: 9000-0007

Expires: 09/30/2003

Public reporting burden for this collection of information is estimated to average 15.9 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAR Secretariat (MVP), Acquisition Policy Division, GSA, Washington, DC 20405.

1. Corporation, Company or Subdivision covered			3. Date Submitted	
a. Company Name			4. Reporting Period:	
b. Street Address			<input type="checkbox"/> Oct 1 - Mar 31	Year
c. City			<input type="checkbox"/> Oct 1 - Sep 30	
c. State		e. ZIP Code	5. Type of Report	
2. Contractor Identification Number			<input type="checkbox"/> Regular	
			<input type="checkbox"/> Final <input type="checkbox"/> Revised	
6. Administering Activity (Please check applicable box)				
<input type="checkbox"/> Army		<input type="checkbox"/> Defense Contract Management Agency		<input type="checkbox"/> DoE
<input type="checkbox"/> Navy		<input type="checkbox"/> NASA		<input type="checkbox"/> Other Federal Agency (Specify)
<input type="checkbox"/> Air Force		<input type="checkbox"/> GSA		
7. Report Submitted As (Check one)			8. Type of Plan <input type="checkbox"/> Individual <input type="checkbox"/> Commercial Products	
<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Both			If plan is commercial, specify the percentage of the dollars on this report attributable to this agency: 	
9. Contractor's Major Products or Service Lines				
a:		b:		

CUMULATIVE FISCAL YEAR SUBCONTRACT AWARDS

(Report cumulative figures for reporting period in Block 4)

Type	Whole Dollars	Percent (to the nearest tenth of a %)
10a. Small Business Concerns (Include SDB, WOSB, HBCU/MI, HUBZone SB, and VOSB (including Service-Disabled VOSB))(Dollar Amount and Percent of 10c)		
10b. Large Business Concerns (Dollar Amount and Percent of 10c)		
10c. Total (Sum of 10a and 10b)		
11. Small Disadvantaged Business (SDB) Concerns (include HBCU/MI) (Dollar Amount and Percent of 10c)		
12. Women-Owned Small Business (WOSB) Concerns (Dollar Amount and Percent of 10c)		
13. Historically Black Colleges and Universities (HBCU) and Minority Institutions (MI) (If Applicable) Dollar Amount and Percent of 10c)		
14. HUBZone Small Business (HUBZone SB) Concerns (Dollar Amount and Percent of 10c)		
15. Veteran-Owned Small Business (VOSB) Concerns (Including Service-Disabled VOSB Concerns)(Dollar Amount and Percent of 10c)		
16. Service-Disabled Veteran-Owned Small Business Concerns (Dollar Amount and Percent of 10c)		

17. Remarks

18. Contractor's Official Who Administers Subcontracting Program

a. Name _____ b. Title _____ c. Telephone Number _____

19. Chief Executive Officer

a. Name _____ c. Signature _____

b. Title _____ d. Date _____

SUMMARY SUBCONTRACT REPORT (INSTRUCTIONS)

GENERAL INSTRUCTIONS

1. This report is not required from small businesses.
2. This form collects subcontract award data from prime contractors/subcontractors that: (a) hold one or more contracts over \$500,000 (over \$1,000,000 for construction of a public facility); and (b) are required to report subcontracts awarded to Small Business (SB), Small Disadvantaged Business (SDB), Women-Owned Small Business (WOSB), Veteran-Owned Small Business (VOSB), Service-Disabled Veteran-Owned Small Business, and HUBZone Small Business (HUBZone SB) concerns under a subcontracting plan. For the Department of Defense (DOD), the National Aeronautics and Space Administration (NASA), and the Coast Guard, this form also collects subcontract award data for Historically Black Colleges and Universities (HBCUs) and Minority Institutions (MIs).
3. This report must be submitted semiannually (for the six months ended March 31st and the twelve months ended September 30th) for contracts with the Department of Defense (DOD) and annually (for the twelve months ended September 30th) for contracts with civilian agencies, except for contracts covered by an approved Commercial Plan (see special instructions below). Reports are due 30 days after the close of each reporting period.
4. This report may be submitted on a corporate, company, or subdivision (e.g., plant or division operating on a separate profit center) basis, unless otherwise directed by the agency awarding the contract.
5. If a prime contractor/subcontractor is performing work for more than one Federal agency, a separate report shall be submitted to each agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$500,000 (over \$1,000,000 for construction of a public facility) and contains a subcontracting plan. (Note that DOD is considered to be a single agency; see next instruction.)
6. For DOD, a consolidated report should be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DOD prime contractors. However, DOD contractors involved in construction and related maintenance and repair must submit a separate report for each DOD component.
7. Only subcontracts involving performance within the U.S. or its outlying areas should be included in this report.
8. Purchases from a corporation, company, or subdivision that is an affiliate of the prime/subcontractor are not included in this report.
9. Subcontract award data reported on this form by prime contractors/subcontractors shall be limited to awards made to their immediate subcontractors. Credit cannot be taken for awards made to lower tier subcontractors.
10. See special instructions below for Commercial Products Plans.

SPECIFIC INSTRUCTIONS

BLOCK 2: For the Contractor Identification Number, enter the nine-digit Data Universal Numbering System (DUNS) number that identifies the specific contractor establishment. If there is no DUNS number available that identifies the exact name and address entered in Block 1, contact Dun and Bradstreet Information Services at 1-800-333-0505 to get one free of charge over the telephone. Be prepared to provide the following information: (1) Company name; (2) Company address; (3) Company telephone number; (4) Line of business; (5) Chief executive officer/key manager; (6) Date the company was started; (7) Number of people employed by the company; and (8) Company affiliation.

BLOCK 4: Check only one. Note that March 31 represents the six months from October 1st and that September 30th represents the twelve months from October 1st. Enter the year of the reporting period.

BLOCK 5: Check whether this report is a "Regular," "Final," and/or "Revised" report. A "Final" report should be checked only if the contractor has completed all the contracts containing subcontracting plans awarded by the agency to which it is reporting. A "Revised" report is a change to a report previously submitted for the same period.

BLOCK 6: Identify the department or agency administering the majority of subcontracting plans.

BLOCK 7: This report encompasses all contracts with the Federal Government for the agency to which it is submitted, including subcontracts received from other large businesses that have contracts with the same agency. Indicate in this block whether the contractor is a prime contractor, subcontractor, or both (check only one).

BLOCK 8: Check only one. Check "Commercial Plan" only if this report is under an approved Commercial Plan. For a Commercial Plan, the contractor must specify the percentage of dollars in Blocks 10a through 15b attributable to the agency to which this report is being submitted.

BLOCK 9: Identify the major product or service lines of the reporting organization.

BLOCKS 10a through 16: These entries must include all subcontract awards resulting from contracts or subcontracts, regardless of dollar amount, received from the agency to which this report is submitted. If reporting as a subcontractor, report all subcontracts awarded under prime contracts. Amounts should include both direct awards and an appropriate prorated portion of indirect awards. (The indirect portion is based on the percentage of work being performed for the organization to which the report is being submitted in relation to other work being performed by the prime contractor/subcontractor.) Do not include awards made in support of commercial business unless "Commercial" is checked in Block 8 (see Special Instructions for Commercial Plans). Report only those dollars subcontracted this fiscal year for the period indicated in Block 4.

BLOCK 10a: Report all subcontracts awarded to SBs including subcontracts to SDBs, WOSBs, VOSBs, Service-Disabled VOSBs, and HUBZone SBs. For DOD, NASA, and Coast Guard contracts, include subcontracting awards to HBCUs and MIs.

BLOCK 10b: Report all subcontracts awarded to large businesses (LBs).

BLOCK 10c: Report on this line the grand total of all subcontracts (the sum of lines 10a and 10b).

BLOCKS 11 through 16: Each of these items is a sub category of Block 10a. Note that in some cases the same dollars may be reported in more than one block (e.g., SDBs owned by women); likewise subcontracts to HBCUs or MIs should be reported both Block 11 and 13.

BLOCK 11: Report all subcontracts awarded to SDBs (including women-owned, veteran-owned, service-disabled VOSBs, and HUBZone SB SDBs). For DOD, NASA, and Coast Guard contracts, include subcontract awards to HBCUs and MIs.

BLOCK 12: Report all subcontracts awarded to Women-Owned Small Business firms (including SDBs, VOSBs, service-disabled VOSBs, and HUBZone SBs owned by women).

BLOCK 13: (For contracts with DOD, NASA, and Coast Guard): Enter the dollar value of all subcontracts with HBCUs/MIs.

BLOCK 14: Report all subcontracts awarded to HUBZone SBs (including women-owned, veteran-owned, service-disabled VOSBs, and SDB HUBZone SBs).

BLOCK 15: Report all subcontracts awarded to VOSBs (including women-owned, SDB, and HUBZone SB VOSBs).

BLOCK 16: Report all subcontracts awarded to service-disabled VOSBs (including Service-Disabled Veteran-Owned Small Business Concerns that are SDBs, WOSBs, and HUBZone SBs). These subcontracts should also be reported in Block 15.

SPECIAL INSTRUCTIONS FOR COMMERCIAL PLANS

1. This report is due on October 30th each year for the previous fiscal year ended September 30th.
2. The annual reports submitted by reporting organizations that have an approved company wide annual subcontracting plan for commercial items shall include all subcontracting activity under commercial plans in effect during the year and shall be submitted in addition to the required reports for other-than-commercial items, if any.
3. Enter in Blocks 10a through 16 the total of all subcontract awards under the contractor's Commercial Plan. Show in Block 8 the percentage of this total that is attributable to the agency to which this report is being submitted. This report must be submitted to each agency from which contracts for commercial items covered by an approved Commercial Plan were received.

DEFINITIONS

1. Direct Subcontract Awards are those that are identified with the performance of one or more specific Government contract(s).
2. Indirect Subcontract Awards are those which, because of incurrence for common or joint purposes, are not identified with specific Government contracts; these awards are related to Government contract performance but remain for allocation after direct awards have been determined and identified to specific Government contracts.

SUBMITTAL ADDRESSES FOR ORIGINAL REPORT

For DOD Contractors, send reports to the cognizant contract administration office as stated in the contract.

For Civilian Agency Contractors, send reports to awarding agency:

1. NASA: Forward reports to NASA, Office of Procurement(HS), Washington, DC 20546

2. OTHER FEDERAL DEPARTMENTS OR AGENCIES: Forward report to the OSD/BU Director unless otherwise provided for in instructions by the Department or Agency.

FOR ALL CONTRACTORS:

SMALL BUSINESS ADMINISTRATION (SBA): Send "info copy" to the cognizant Commercial Market Representative (CMR) at the address provided by SBA. Call SBA Headquarters in Washington, DC at (202) 205-6475 for correct address if unknown.

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Small Business Subcontracting Plan	2. NUMBER DRD-6 Page 1 of 1
3. USE To provide a subcontracting plan as required under FAR 19.702(a)(1) and (2)	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY:
7. DUE DATE The Small Business Subcontracting Plan shall be submitted (1) with the proposal and (2) revised with any contract change or option exercise having a gross impact (sum of decreases and increases in value) exceeding \$550K	8. REFERENCES FAR 52.219-9 and 19.704
9. PREPARATION INFORMATION <u>The Small Business Subcontracting Plan shall be submitted with the proposal</u> Prepare a Subcontracting Plan in accordance with FAR 19.704. Submit reports to the following addresses: (1) Contracting Officer, Kari.M.Alvarado@nasa.gov (2) Small Business Specialist, Robert.Medina-1@nasa.gov	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Monthly Accident and Lost-time Reports	2. NUMBER DRD-7 1 of 1(not including DRD-7 Exhibit 1 (1 pg))
3. USE To report on accidents, lost-time injuries while working on a Government facility	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY
7. DUE DATE (i) Accident Report – Ten working days after end of month; and (ii) Lost-time Report – Quarterly	8. REFERENCES NASA FAR Supplement 1852.223-70
<p>9. PREPARATION INFORMATION</p> <p>Submit on D-WK 34-8 (DRD-7 Exhibit 1) or equivalent contractor format.</p> <p>1. Submit an Accident Report each month. Negative reports are required.</p> <p>2. Lost-time reports – Submit a report on lost-time frequency, number of lost-time injuries, exposure and accident/incident dollars losses. Submit a report on investigations of work-related incidents or accidents.</p> <p>Submit reports to the following addresses:</p> <p>(1) Contracting Officer, Kari.M.Alvarado@nasa.gov</p> <p>(2) Contracting Officer's Technical Representative, erik.n.becker@nasa.gov</p> <p>(3) Safety, Health and Environmental Quality Office, Kevin.T.Reilly@nasa.gov</p>	

Contractor Monthly Accident Report

Please return to Safety, Health, and Environmental Quality Office	CONTRACT CODE:	FY NASA:	MONTH REPORTING:
1. CONTRACT NUMBER NAS:			
2. COMPANY NAME:			
3. CONTRACT MONITOR (NASA):			
3a. EXTENSION:		3b. MAIL STOP:	
4. AVERAGE NUMBER OF EMPLOYEES THIS MONTH:			
5. NUMBER OF WORK HOURS WORKED THIS MONTH:			
6. NUMBER OF INJURIES THIS MONTH: **			
7. NUMBER OF LOST TIME INJURIES THIS MONTH: **			
8. LOST TIME DAYS THIS MONTH:			
TOTALS (NASA Fiscal Year) *			
9. TOTAL WORK HOURS WORKED YEAR-TO-DATE:			
10. TOTAL LOST TIME OCCURRENCES YEAR-TO-DATE:			
11. TOTAL LOST TIME DAYS YEAR-TO-DATE:			
PREPARED BY:			
PHONE NUMBER:			
ADDRESS OR MAIL STOP:			

* NASA Fiscal Year = (October 1 - September 30)

** Please attach NASA Form 1627 (Mishap Report) for any injuries requiring more than first aid if not already submitted.

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Material Receiving and Inspection Report	2. NUMBER DRD-8 1 of 1
3. USE To provide evidence of delivery and acceptance of material	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY
7. DUE DATE At time of delivery	8. REFERENCES NFS 1852.246-72 MATERIAL INSPECTION AND RECEIVING REPORT. (AUG 2003)
<p>9. PREPARATION INFORMATION</p> <p>Submit Material Receiving and Inspection Report on DD Form 250 for each item of equipment delivered and Section E.7 of the contract. Hard copies of the DD Form 250s shall be delivered to the Contracting Officer.</p> <p>Submit electronic copies of the DD250 to the following addresses:</p> <p>(1) Contracting Officer, Kari.M.Alvarado@nasa.gov</p> <p>(2) Contracting Officer's Technical Representative, eric.n.becker@nasa.gov</p> <p>(3) Supply and Equipemnt Manager (SEMO) , Jean.C.Manning@nasa.gov</p> <p>(4) SOFIA Quality Assurance Specialist, gary.j.pacewitz@nasa.gov</p>	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE	2. NUMBER
System and Component Specifications	DRD-9 Page 1 of 1
3. USE To provide specifications for the FMS/Avionics Upgrade System as a whole as well as individual component specifications, as required under Section 14 and 15 of the Statement of Work	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY:
7. DUE DATE With System Delivery	8. REFERENCES Attachment A, FMS/Avionics Upgrade Statement of Work (SOW), sections 14 and 15
9. PREPARATION INFORMATION	
<p>Contractor format is acceptable. Specifications for system and components shall include, as a minimum:</p> <ol style="list-style-type: none"> 1. Electrical load analysis; and 2. Mean Time Between Unscheduled Removal (MTBUR) / Mean Time To Unscheduled Removal MTTUR analysis. <p>Submit to the following addresses:</p> <ol style="list-style-type: none"> (1) Contracting Officer, Kari.M.Alvarado@nasa.gov (2) Contracting Officer Technical Representative, eric.n.becker@nasa.gov 	

DATA REQUIREMENTS DESCRIPTION

1. TITLE	2. NUMBER
Test and Verification Plans	DRD-10 Page 1 of 1
3. USE	4. DATE
To provide the test and verification plans for the FMS/Avionics Upgrade System as a whole as well as individual component specifications, as required under Section 14 and 15 of the Statement of Work.	May 13, 2009
	5. PREPARED BY:
	Kari Alvarado
	6. APPROVED BY:
7. DUE DATE	8. REFERENCES
With System Delivery	Attachment A, FMS/Avionics Upgrade Statement of Work (SOW), sections 14 and 15
9. PREPARATION INFORMATION	
<p>Contractor format is acceptable. The verification and test plans for system and components shall include, as a minimum:</p> <ol style="list-style-type: none"> 1. Line replacement unit (LRU) acceptance test procedure(s); 2. Electromagnetic Interference test procedure(s); 3. Ground test procedure(s); and 4. Flight test procedure(s). <p>Submit to the following addresses:</p> <p>(1) Contracting Officer, Kari.M.Alvarado@nasa.gov</p> <p>(2) Contracting Officer Technical Representative, eric.n.becker@nasa.gov</p>	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE	2. NUMBER
Flight Operations and Maintenance Manuals	DRD-11 Page 1 of 2
3. USE To provide the flight operation and maintenance manuals for the FMS/Avionics Upgrade System as required under Section 14 and 15 of the Statement of Work.	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY:
7. DUE DATE With System Delivery	8. REFERENCES Attachment A, FMS/Avionics Upgrade Statement of Work (SOW), sections 14 and 15
9. PREPARATION INFORMATION	
<p>Contractor format is acceptable. The flight operations and maintenance manuals for the FMS/Avionics system shall include, as a minimum:</p> <ol style="list-style-type: none"> 1. Electrical load analyses; 2. Failure modes and effects analysis and test report; 3. Ground test procedure(s); 4. Flight test procedure(s); 5. Aircraft wiring drawings/schematics (system level); 6. Installation package/job cards; 7. Installation drawings with pinouts identified; 8. Aircraft flight manual supplement; 9. Aircraft maintenance manual supplement; 10. Illustrated parts catalog supplement; 11. System Quality Assurance plan which supports 10,000 hours MTBF; 12. Illustrated parts breakdown; 13. Individual LRU manuals. Manufacturers' service manual (not overhaul manual); 14. System interface manuals; 15. Wiring diagrams and schematics; <p style="text-align: center;">continued</p>	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Flight Operations and Maintenance Manuals-- Continued	2. NUMBER DRD-11 2 of 2
9. PREPARATION INFORMATION – 16. Integrated logistics support and maintenance plan (ILSMP); 17. Fault isolation manual; 18. Operating manuals or operating software; 19. Service bulletin subscription; 20. List of maintenance aids; (Examples include card extenders, diagnostic tools, interface cables, other specialized tooling for on-aircraft maintenance); and 21. Maintenance, warrantee agreements with list of approved repair stations. Submit to the following addresses: (1) Contracting Officer, Kari.M.Alvarado@nasa.gov (2) Contracting Officer Technical Representative, eric.n.becker@nasa.gov	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE	2. NUMBER
Software Development Plan	DRD-12 Page 1 of 1
3. USE To provide the software development plan for the FMS/Avionics Upgrade System as required under Section 14 and 15 of the Statement of Work.	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY:
7. DUE DATE 30 Days After Contract Award	8. REFERENCES Attachment A, FMS/Avionics Upgrade Statement of Work (SOW), sections 14 and 15
9. PREPARATION INFORMATION	
<p>Contractor format is acceptable. The software development plan for the FMS/Avionics system shall be in accordance with contract Attachment B APP-DF-PRO-PM92-2000 (SSOR).</p> <p>Submit to the following addresses:</p> <p>(1) Contracting Officer, Kari.M.Alvarado@nasa.gov</p> <p>(2) Contracting Officer Technical Representative, eric.n.becker@nasa.gov</p> <p>(3) Safety, Health and Environmental Quality Office, Kevin.T.Reilly@nasa.gov</p> <p>(4) Quality Assurance Specialists, Gary.J.Pacewitz@nasa.gov</p>	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE	2. NUMBER
Software Quality Assurance Plan	DRD-13 Page 1 of 1
3. USE To provide the Software Quality Assurance plan for the FMS/Avionics Upgrade System as a whole as well as individual component specifications, as required under Section 14 and 15 of the Statement of Work.	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY:
7. DUE DATE With System Delivery	8. REFERENCES Attachment A, FMS/Avionics Upgrade Statement of Work (SOW), sections 14 and 15
9. PREPARATION INFORMATION Contractor format is acceptable. Submit to the following addresses: (1) Contracting Officer, Kari.M.Alvarado@nasa.gov (2) Contracting Officer Technical Representative, eric.n.becker@nasa.gov (3) Safety, Health and Environmental Quality Office, Kevin.T.Reilly@nasa.gov (4) Quality Assurance Specialists, Gary.J.Pacewitz@nasa.gov	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE New Technology Report	2. NUMBER DRD-14 1 of 1
3. USE Provides NASA with technical information concerning any invention, discovery, improvement or innovation made by a Contractor in the performance of work under this contract for the purpose of disseminating this information to obtain increased use. Also, to provide NASA with data to review for possible patentable items.	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY
7. DUE DATE Interim Reports: Every 12 Months. Final Reports: No later than 3 months after completion of contract.	8. REFERENCES NFS 1852.227-70 NEW TECHNOLOGY (MAY 2002)
<p>9. PREPARATION INFORMATION</p> <p>Prepare and submit reports in accordance with NFS 1852.227-70 NEW TECHNOLOGY (MAY 2002), paragraph (e) Invention identification, disclosures, and reports</p> <p>Submit electronically at http://invention.nasa.gov/ or via hard copy on NASA Form (NF) 1675 found at http://invention.nasa.gov/.</p> <p>If reports are submitted electronically, send email notification to:</p> <p>(1) Contracting Officer, Kari.M.Alvarado@nasa.gov (2) Contracting Officer's Technical Representative, Eric.n.becker@nasa.gov</p> <p>If reports are submitted via NF 1675, submit reports to the following addresses:</p> <p>(3) Contracting Officer, Kari.M.Alvarado@nasa.gov (4) New Technology Representative, Gregory.A.Poteat@nasa.gov (5) Contracting Officer's Technical Representative, Eric.n.becker@nasa.gov</p>	

DATA REQUIREMENTS DESCRIPTION	
1. TITLE Request for Deviation or Waiver	2. NUMBER DRD-15 1 of 1
3. USE Provides NASA with information (technical, risk, and schedule impact) concerning any Contractor-proposed modification to, tailoring of, and exceptions to, requirements imposed by standards, procedures, processes, and NASA-approved Contractor designs, drawings, specifications, processes and procedures.	4. DATE May 13, 2009
	5. PREPARED BY: Kari Alvarado
	6. APPROVED BY
7. DUE DATE Prior to implementation of any Contractor change, deviation, modification to, tailoring of, and exceptions to, requirements imposed by standards, procedures, processes, and NASA-approved Contractor designs, drawings, specifications, processes and procedures.	8. REFERENCES Contract Attachment B, SOFIA Platform Generic Supplier Statement of Requirements (SSOR) APP-DF-PRO-PM92-2000
9. PREPARATION INFORMATION Contractor format is acceptable. Request for deviation or waiver shall include: 1. Title 2. Request Date 3. Configuration Control number (Contractor's internal configuration control). 4. Identification as "Major" or "Minor" (See definitions in Contract Attachment B, SSOR) 5. Contract Number 6. Affected design, drawing, specification, process, etc.; 7. Description of deviation or waiver with specifics (redlines, changed language, etc.) 8. Reason for request; 9. Impact statement (include technical, price, and schedule impact); 10. Benefit(s) to NASA; 11. Associated risks and mitigations; and 12. Approval block for NASA COTR and CO. Note: COTR will coordinate additional NASA-internal sign-offs which may be required in accordance with NASA processes. Submit to the following addresses: (1) Contracting Officer, Kari.M.Alvarado@nasa.gov (2) Contracting Officer's Technical Representative, eric.n.becker@nasa.gov	